

# LIBRARIAN & ARCHIVISTS FORUM

Meeting Notes, August 18, 2022

**Co-Chairs:** K. Thompson, K. Hatch (this meeting facilitated by B. McMillan and J. Robinson)

**Notes:** E. Carlisle-Johnston

**Guest:** J. Tennant, UWOFA Co-Chair of Joint Committee

**Approval of Agenda:** Approved

## LAND ACKNOWLEDGEMENT

## MEETING NOTES:

1. **Discuss and review the COVID-19 checklists, their purpose, and their function in the ARR process.**

### ***Background Context***

Last year, a Joint Working Group on the 2020-21 ARR Process for UWOFA-LA Members developed a set of COVID-19 checklists Western librarians and archivists could add to their Annual Reports to describe or explain the impact of the pandemic on their performance that year. Another outcome of the Working Group's report was a facilitated discussion among supervisors and SLT about how to account for the effect of the pandemic on Members' performance. COVID continued to impact the work of librarians and archivists in 2021-2022. Therefore, the Joint Working Group recently met again and recommended using the same checklist and process for the upcoming ARR process (2021-2022). This recommendation has been endorsed by UWOFA and the OFR (Office of Faculty Relations).

If Members have already completed their ARR's, Members can choose to re-open their file and append a checklist, but it is not required.

This special meeting of the Librarians and Archivists Forum is held to review the checklists, their purpose, and their function in the ARR process. It is intended to help re-establish a common understanding of this revised process among all involved: librarians and archivists, their supervisors, and SLT. New members who have not filled out an ARR were approached personally to clarify the process.

**Motion to record meeting:** approved

**Question from Member:** What general or specific concerns came up after using the COVID checklist last year, and what discussion was had to address/improve the process?

**Answer:** A survey of Members was conducted. Concerns were not with the checklist, but with how the checklist was used in the meetings between members and supervisors. The group had a meeting with supervisors to come to an understanding of how the checklist was to be applied and engaged with in meetings.

**Question from Member:** How are the checklists to be used in the meetings?

**Answer:** Last year, checklists were sometimes used in meetings and sometimes they weren't at all. In the meeting with supervisors, it was reiterated that the checklists can be used to present information, and nothing more needs to be said. Alternatively, checklists could be used as a springboard to a greater conversation. Supervisors are to take the lead to determine comfort with bringing up information in the checklist.

Checklist is to help those that were negatively effected by COVID. It is not intended to be used as a way to get points for navigating through COVID, since we have all navigated COVID. We already have the criteria that is used to apply ratings on ARRs. Checklist is to make sure no one is negatively effected in the rating; don't want the rating to reflect us being unable to meet a goal if the cause was COVID.

**Question from Member:** For those of us who are pre-tenure, will the COVID checklist be included in our tenure files or only be used in this ARR?

**Answer:** We don't know the answer to this yet. It's been discussed in Joint Committee. No agreement reached yet between Administration and UWOFA. The Office of Faculty Relations has reported that they plan to develop training for those on Promotion and Continuing Appointment Committees. UWOFA has proposed in Joint Committee that a process be developed.

**Question from Member:** Will a checklist approach continue into ongoing years, or are there other processes that UWOFA and Administration are considering?

**Answer:** Our checklists have been developed in parallel with Faculty annual performance evaluations. It's likely that it will continue for the evaluation period during which we are effected by COVID. No other mechanism besides the checklist has been proposed. Idea behind the checklist is that they are quick and clear – not intended to place an excessive burden on individuals completing them.

One issue has been the need to underscore the equity issues underlying COVID impacts. There have been cases where the checklists were taken into account but didn't reflect equity considerations.

**Question from Member:** What data is UWOFA collecting about how many Librarians and Archivists complete the checklists, and how would the data be used?

**Answer:** UWOFA-LA has not collected any data about the uptake, nor has SLT. Anecdotally, it has been variable.

**Follow-up point from Members:** The main concern is around disclosing medical information. At the end of the checklist, Members can disclose "illness (physical or mental) and/or heightened mental anxiety/stress/sense of loss"). This is especially a concern if it will be shared with external referees during the promotion and tenure process.

**Answer:** ARR files are not shared with external referees.

Further concerns or questions can be sent to B. McMillan, K. Carson, or S. Hendrikx

**Adjournment** at 2:44 pm